

Readfield Select Board
Meeting Agenda
April 27, 2020, Readfield Town Office
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 7:30 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

20-108 - Minutes: Select Board meeting minutes of April 13, 2020.

20-109 - Warrants: #45-46.

Communications - 15 min.

Select Board communications. - 5 min.

Public Communication - Members of the public may address the Select Board. - 10 min.

Old Business - 15 min.

20-097 - Conduct a final reading of the Marijuana Establishments Ordinance - 5 min.

20-095 - Consider the final draft FY21 Budget and Warrant - 10 min.

Old Business - 20 min.

20-110 - Discuss the process and options for communicating budget, warrant, and secret ballot information in the current environment - 20 min.

Other Business, Upcoming Meetings, and Future Agenda Items - 5 min.

Adjournment

**** Important Public Participation Information ****

The coronavirus emergency is requiring us to change how to hold public meetings to be considerate of everyone's health. We have been given guidance and authority to hold modified meetings remotely. Our goal is to hold our meetings with the widest possible scope of public input and broadest transparency possible.

- The meeting will be remote only, with no participants physically in attendance.
- The meeting will be broadcast, as usual, on cable channel 1301.
- The public may participate via teleconference by calling (646) 876 9923 and entering Meeting ID: 323 050 056, or web conference at <https://maine.zoom.us/j/323050056>.
- Written comments may be made in advance of the meeting using an online form on the Town website at <https://www.readfieldmaine.org/select-board/webforms/public-meeting-and-hearing-comment-form>.

REGULAR MEETING

- **MINUTES**
- **WARRANTS**

Readfield Select Board
Regular Meeting Minutes – Monday, April 13, 2020 – *Unapproved*

Select Board Members Present: Bruce Bourgoine, Ralph Eno, Dennis Price, Christine Sammons and Kathryn Woodsum

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Grace Keene

Notes: All votes by Select Board are done by roll call.

Mr. Bourgoine called the Select Board meeting to order at 6:30 pm. Reminder that the Town of Readfield is still operating under State of Emergency by the Governor.

- **20-099 – Minutes: Select Board meeting minutes of March 16, 2020 & March 30, 2020**
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of March 16, 2020 as presented with amendments by Mrs. Woodsum and Mr. Eno, **second** by Mrs. Sammons. **Vote 5-0** in favor.
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of March 30, 2020 as presented, **second** by Mrs. Sammons. **Vote 5-0** in favor.
- **20-105 – Minutes: Select Board meeting minutes of April 6, 2020**
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of April 6, 2020 as presented, **second** by Mrs. Sammons. **Vote 5-0** in favor.
- **20-106 – Warrants: #43-44**
 - **Motion** made by Mr. Price to approve warrants #43-44 in the amount of \$74,935.54, **second** by Mrs. Woodsum. **Vote 5-0** in favor.

Communications

- **Select Board Communications**
 - Mr. Eno asked if construction start dates are still on schedule. Mr. Dyer replied that most are on schedule, just a few setbacks due to a Planning Board meeting reschedule and the weather/ground conditions. Mr. Eno also inquired if Mr. Dyer had received an answer back yet regarding his auditor report question on custodial risk, Mr. Dyer to get back to him with answer.
 - Mr. Price would like to oversee the roadside cleanup efforts this year to honor John Parent. Keep entirely volunteer basis, update town website and Facebook with progress of people helping clean up around their residential street and sending in feedback.
 - Mrs. Woodsum had questions on the following: Update if backhoe arrived (see notes in staff reports), appointing Health Officer (Mr. Dyer: Do not have health officer at this time, still have to reach out and find one). Town Office ADA Doors installation start date (Mr. Dyer: Around end of April but may be a week or so later than planned). Signing of the EOP (Select Board to come in when signing the warrant). Elections for June (Mr. Bourgoine added to tonight's agenda). Where are we at with the solar project (kind of on the back burner at this time).
 - Mr. Bourgoine has email from MMA regarding the Executive Committee; information on their website if interested.
- **Staff Reports**
 - Transfer Station: Backhoe did arrive, working out well and staff all trained. Finishing up final draft guidelines for the use of the backhoe. Senior hours still on Thursday from 10:00-2:00,

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suggested 65 and older or those high risk. Transfer station still continuing to take returnable cans & bottles just a different way. No longer taking plastic film at this time. Household Hazard Waste Day cancelled for May but will hold one this summer for the three transfer station towns. RX/Drugs Take Back on that day as well. More information to come.

- Treasures Report: Revenue stream has seen a small impact due to the coronavirus especially with registrations. Everything else seems to be on track.

- **Public Communications** - *Members of the public may address the Select Board on any topic*

- None

Old Business:

- **20-095 – Consider the FY21 Budget and Warrant**

- Mr. Bourgoine spoke regarding key points taken from the Budget Committee meeting and concerns they have and why they will not approve Article 36. A few of those concerns are as follows: Not a trust thing against the Select Board but uncomfortable with the question. The language is ambiguous. Define what the 25% is or the amount of money. The Budget Committee feels that there would be plenty of time to plan a special town meeting if needed. Vote recommended against Article 36 and removing but considers upping the amount up to \$50,000 in Article 34.
- Mr. Eno feels that if needed, the town and committees would be able to act in a timely manner.
- Mr. Bourgoine suggested amending Article 36 to clarify % and a dollar amount and add not to exceed wording.
- **Motion** made by Mr. Eno to amend Article 36 and the 25% and adding not to exceed \$200,000, **second** by Mrs. Sammons. **Vote** 1-4 does not pass (Mrs. Woodsum yes, Mrs. Sammons, Mr. Eno, Mr. Price and Mr. Bourgoine all no votes).
- Mr. Woodsum doesn't really feel like we need Article 36 since it is a policy but is happy with increasing Article 34 to \$50,000 and striking Article 36. If there is an emergency sees no reason why not to hold a special town meeting.
- Mrs. Sammons feels if there was a special town meeting held we would not have the town representation line a normal June vote.
- Mr. Bourgoine would like to keep as much as possible available for the voters to see.
- Mr. Price would like to see the voters decide on Article 36.
- Mr. Eno agrees with Mrs. Sammons on voter outcome if a special town meeting is held. Favors keeping Article 36 and either define a dollar amount or reduce the %.
- **Motion** made by Mrs. Woodsum to strike Article 36 from the warrant, **second** by Mr. Eno. **Discussion:** Mrs. Woodsum feels that having this much conflict and confusing discussion between 10 knowledgeable people that are unable to agree doesn't really see the public supporting this Article. Mr. Eno doesn't believe the policy is desirable but able to see the importance of it.

Motion made by Mrs. Woodsum to extending meeting by 20 minutes, **second** by Mr. Eno. **Vote** 5-0 in favor.

- **Motion** made by Mrs. Sammons, **second** by _____.
- All motions withdrawn.

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- **Motion** made by Mr. Bourgoine to change Article 36 to read as follows and place on warrant: Shall the town vote to authorize the Select Board to make emergency expenditures reductions and if necessary transfers from the Unassigned Fund Balance (General Fund) up to \$200,000 in total pursuant as necessary to meeting projected revenue shortfalls due to coronavirus emergency to the extent authorized by state law during the ensuing fiscal year, **second** by Mrs. Sammons. **Discussion:** Mr. Eno spoke that this gives flexibility if needed. Mr. Bourgoine said it will avoid a special town meeting. **Vote** 4-1 in favor, Mrs. Woodsum opposed.

New Business:

- **20-107 – Broadband project discussion**
 - Mr. Bourgoine reported that they are ready to move on to Phase 3. Was under the impression that there was only Phase 1 & 2. Phase 3 consists of reaching out to internet companies. Mr. Bourgoine is uncomfortable with Phase 3 and wants to get the gathered information so far out to the public and receive feedback from them on their needs and wants before moving forward.
 - Mrs. Woodsum agrees with Mr. Bourgoine to hold off and present information to residents.
 - Census of the Select Board to have public presentations (when able) and then look at moving forward.

- **20-108 – Town Election Date (added to agenda as extra item)**
 - General Election date moved to July 14, 2020 by the state/Governor.
 - Deborah Nichols, Town Clerk feels that the date for Readfield Town Meeting should be on July 14, 2020 as well.
 - **Motion** made by Mr. Price to move the official Town Meeting/Secret Town Ballot from June 9, 2020 to July 14, 2020, **second** by Mrs. Woodsum. **Discussion:** Moving voting date but all other deadlines will stay the same. **Vote** 5-0 in favor.

Motion made by Mrs. Sammons to adjourn meeting at 7:54 pm, **second** by Mrs. Woodsum, **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

RESERVED

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
00599 Archie's Inc.				
0430	5.3 tons 4/2/2020	1003830		
	5.3 tons 4/2/2020	E 70-10-50-87	397.50	0.00
	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG			
	Vendor Total-		397.50	
00022 Audette's Hardware				
0430	32900 Hoses, sprayers	372815		
	32900 Hoses, sprayers	E 40-10-10-12	144.50	0.00
	PROTECTION / FIRE DEPART - ADMIN / COVID-19			
	Vendor Total-		144.50	
00500 B&H Photo-Video				
0430	78377289 Hdset, webcam	857153680		
	78377289 Hdset, webcam	E 10-10-10-12	519.92	0.00
	GENERAL GOVT / Admin - ADMIN / COVID-19			
	Vendor Total-		519.92	
00031 Central Maine Power Co				
0430	3501-6275-105	70700781451	*** PAID ***	Check # 999
	3501-6275-105	E 40-35-40-30	33.02	0.00
	PROTECTION / Tower Sites - UTILITIES / ELECTRIC			
	Vendor Total-		33.02	
00904 Central Maine Technology				
0430	Computer repairs	2340		
	Computer repairs	E 10-10-60-10	1,330.10	0.00
	GENERAL GOVT / Admin - EQUIP O,R &M / COMPUTER R&M			
	Vendor Total-		1,330.10	
00257 Central Petroleum Company				
0430	PZ1768 Syntho Lube	458861		
	PZ1768 Syntho Lube	E 12-10-60-30	70.80	0.00
	Maintenance / Gen Maint - EQUIP O,R &M / FUEL/OIL			
	PZ1768 Syntho Lube	E 70-10-60-35	70.80	0.00
	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / EQUIP MAINT			
	Vendor Total-		141.60	
00035 Community Advertiser				
0430	Rdfld Together 3/30,4/11	129302		
	Readfield Together 3/30,4	E 10-10-10-10	116.00	0.00
	GENERAL GOVT / Admin - ADMIN / ADVERTISING			
	Vendor Total-		116.00	
00072 Consolidated Communications				
0430	207 685 4939 330	4/12/20		
	207 685 3144	E 70-10-40-80	47.65	0.00
	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE			
	207 685 4401	E 40-10-40-80	49.69	0.00
	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE			
	207 685 3421,4930,3420	E 10-10-40-80	96.49	0.00
	GENERAL GOVT / Admin - UTILITIES / TELEPHONE			
	Vendor Total-		193.83	
00704 Fabian Oil				
0430	315425 204.9lgals FS	879969		
	315425 204.9lgals FS	E 12-20-40-60	245.68	0.00
	Maintenance / Bldg Maint - UTILITIES / HEATING			
	Vendor Total-		245.68	
00791 Group Dynamic Inc				
0430	HRA May 2020	L2005-		
	Group Maint	E 10-12-15-25	16.00	0.00
	GENERAL GOVT / Insurance - INSURANCE / HRA			
	Group Maint	E 70-10-15-25	4.00	0.00

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
	SOLID WASTE / TRANSFER STA - INSURANCE / HRA			
	Vendor Total-		20.00	
00152 Lowe's				
0430 9800 687917 9 4/13/20	2786610			
9800 687917 9 4/13/20	E 12-10-60-40		78.30	0.00
	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M			
9800 687917 9 4/13/20	E 12-20-70-60		10.22	0.00
	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE			
	Vendor Total-		88.52	
00233 Maine Commercial Tire, Inc				
0430 910 4 Tlr tires	200332614			
910 4 Tlr tires	E 12-30-60-35		338.00	0.00
	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT			
	Vendor Total-		338.00	
00065 MAINE MUNICIPAL EMP. HEALTH				
0430 MHT.11190	May 2020			
MHT.11190	E 70-10-15-20		2,471.47	0.00
	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS			
MHT.11190	E 10-12-15-20		6,661.28	0.00
	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS			
MHT.11190	G 1-392-00		130.99	0.00
	GENERAL FUND / HEALTH INSUR			
MHT.11190	G 1-391-00		126.18	0.00
	GENERAL FUND / IPP			
MHT.11190	G 1-397-00		19.08	0.00
	GENERAL FUND / VSP Vision			
	Vendor Total-		9,409.00	
00823 OTELCO				
0430 490011	4/12/2020			
490011	E 25-40-40-80		22.89	0.00
	COMM SERVICE / Library - UTILITIES / TELEPHONE			
	Invoice Total-		22.89	
0430 486605	4/12/2020			
486605	E 10-10-40-80		325.80	0.00
	GENERAL GOVT / Admin - UTILITIES / TELEPHONE			
	Invoice Total-		325.80	
	Vendor Total-		348.69	
00841 PretiFlaherty				
0430 54661.87109 thru 3/31/20	1998834			
54661.87109 thru 3/31/20	E 10-75-10-20		410.00	0.00
	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE			
	Invoice Total-		410.00	
0430 54661.80723 thru 3/31/20	1998833			
54661.80723 thru 3/31/20	E 10-75-10-20		1,060.00	0.00
	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE			
	Invoice Total-		1,060.00	
	Vendor Total-		1,470.00	
00086 SECRETARY OF STATE (MOTOR VEH)				
0430 11190 4/8-15/2020	4/16/2020	*** PAID ***	Check #	68585
11190 4/8-15/2020	G 1-330-00		310.00	0.00
	GENERAL FUND / Motor Veh Fe			
	Invoice Total-		310.00	
0430 11190 4/15-23/2020	4/23/2020			
11190 4/15-23/2020	G 1-330-00		840.00	0.00
	GENERAL FUND / Motor Veh Fe			
	Invoice Total-		840.00	
	Vendor Total-		1,150.00	

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
00647 Soule's Auto Supply				
0430	5295 Coveralls	76309		
	5295 Coveralls	E 40-10-10-12	314.92	0.00
	PROTECTION / FIRE DEPART - ADMIN / COVID-19			
		Invoice Total-	314.92	
0430	5295 E-3	76747		
	5295 E-3	E 40-10-60-71	94.15	0.00
	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS			
		Invoice Total-	94.15	
0430	5295 Raven xl	77491		
	5295 Raven xl	E 40-10-10-12	132.90	0.00
	PROTECTION / FIRE DEPART - ADMIN / COVID-19			
		Invoice Total-	132.90	
		Vendor Total-	541.97	
00689 Taylor Stevenson				
0430	4/15/2020 Storm Clnup	1839		
	4/15/2020 Storm Clnup	E 60-10-80-10	1,205.00	0.00
	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC			
		Invoice Total-	1,205.00	
0430	4/16 Storm Clnup	1841		
	4/16 Storm Clnup	E 60-10-80-10	270.00	0.00
	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC			
		Invoice Total-	270.00	
0430	Storm Cln Up cemeteries	1840		
	Storm Cln Up cemeteries	E 50-10-80-10	500.00	0.00
	CEMETERIES / CEMETERIES - PUBLIC WAYS / CONTRACT SVC			
		Invoice Total-	500.00	
		Vendor Total-	1,975.00	
00313 Toshiba Financial Services				
0430	500-0573204-000	411151111		
	500-0573204-000	E 10-15-60-25	434.29	0.00
	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE			
		Vendor Total-	434.29	
00348 Travis Gould				
0430	Mileage 2/26-4/13/20	75.2@.575		
	Mileage 2/26-4/13/20	E 10-30-20-30	43.24	0.00
	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE			
		Vendor Total-	43.24	
00509 TREAS., STATE OF MAINE (DEP)				
0430	06ASW20840	0406201swf00000		
	06ASW20840	E 70-10-10-45	308.00	0.00
	SOLID WASTE / TRANSFER STA - ADMIN / MEMBERSHIPS			
		Invoice Total-	308.00	
0430	DEP Plumb Permits	1QTr 2020		
	DEP Plumb Permits	G 1-346-00	30.00	0.00
	GENERAL FUND / Plmg-DEP SUR			
		Invoice Total-	30.00	
		Vendor Total-	338.00	
00103 TREAS., STATE OF MAINE (PLUMB)				
0430	Permits 2513-2519	1Qtr 2020		
	Permits 2513-2519	G 1-345-00	235.00	0.00
	GENERAL FUND / PLUMB-STATE			
		Vendor Total-	235.00	
00765 W.B. Mason Co., Inc				
0430	C1308002 Gloves, Labels, PS	209448908		
	C1308002 Gloves	E 10-10-10-12	19.95	0.00

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
	GENERAL GOVT / Admin - ADMIN / COVID-19			
C1308002 labels,Protect S	E 10-10-10-55		22.98	0.00
	GENERAL GOVT / Admin - ADMIN / OFFICE SUP			
	Vendor Total-		42.93	
00273 WINTHROP AUTO SUPPLY				
0430 6233 Battery, Filter, AF	10123			
6233Filter, AntiFreeze, w	E 12-30-60-51		66.03	0.00
	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Ford F550			
6233 Battery	E 12-30-60-52		163.89	0.00
	Maintenance / Veh/Eq Maint - EQUIP O,R &M / TRACTOR			
	Vendor Total-		229.92	
	Prepaid Total-		343.02	
	Current Total-		19,443.69	
	Warrant Total-		19,786.71	

Vendor	Amount	Account
10 GENERAL GOVT		
10-0 GENERAL GOVT / NO DIVISION CONT'D		
00765 - W.B. Mason Co., Inc	19.95	E 10-10-10-12 GENERAL GOVT / Admin - ADMIN / COVID-19
00765 - W.B. Mason Co., Inc	22.98	E 10-10-10-55 GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00035 - Community Advertiser	116.00	E 10-10-10-10 GENERAL GOVT / Admin - ADMIN / ADVERTISING
00823 - OTELCO	325.80	E 10-10-40-80 GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00841 - PretiFlaherty	410.00	E 10-75-10-20 GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY
00841 - PretiFlaherty	1,060.00	E 10-75-10-20 GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY
00348 - Travis Gould	43.24	E 10-30-20-30 GENERAL GOVT / Code Enforce - PERSONNEL / MILEA
00313 - Toshiba Financial Services	434.29	E 10-15-60-25 GENERAL GOVT / Office Equip - EQUIP O,R & M / OFFI
00072 - Consolidated Communications	96.49	E 10-10-40-80 GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00065 - MAINE MUNICIPAL EMP. HEALTH	6,661.28	E 10-12-15-20 GENERAL GOVT / Insurance - INSURANCE / HEALTH I
00904 - Central Maine Technology	1,330.10	E 10-10-60-10 GENERAL GOVT / Admin - EQUIP O,R & M / COMPUTE
00500 - B&H Photo-Video	519.92	E 10-10-10-12 GENERAL GOVT / Admin - ADMIN / COVID-19
00791 - Group Dynamic Inc	16.00	E 10-12-15-25 GENERAL GOVT / Insurance - INSURANCE / HRA
Division Total-	11,056.05	
Department Total-	11,056.05	
12 Maintenance		
12-0 Maintenance / NO DIVISION CONT'D		
00257 - Central Petroleum Company	70.80	E 12-10-60-30 Maintenance / Gen Maint - EQUIP O,R & M / FUEL/OIL
00273 - WINTHROP AUTO SUPPLY	66.03	E 12-30-60-51 Maintenance / Veh/Eq Maint - EQUIP O,R & M / Ford F
00273 - WINTHROP AUTO SUPPLY	163.89	E 12-30-60-52 Maintenance / Veh/Eq Maint - EQUIP O,R & M / TRACT
00233 - Maine Commercial Tire, Inc	338.00	E 12-30-60-35 Maintenance / Veh/Eq Maint - EQUIP O,R & M / EQUIP
00152 - Lowe's	78.30	E 12-10-60-40 Maintenance / Gen Maint - EQUIP O,R & M / TOOLS R8
00152 - Lowe's	10.22	E 12-20-70-60 Maintenance / Bldg Maint - BUILDING O&M / MAINTEN
00704 - Fabian Oil	245.68	E 12-20-40-60 Maintenance / Bldg Maint - UTILITIES / HEATING
Division Total-	972.92	
Department Total-	972.92	
25 COMM SERVICE		
25-0 COMM SERVICE / NO DIVISION CONT'D		
00823 - OTELCO	22.89	E 25-40-40-80 COMM SERVICE / Library - UTILITIES / TELEPHONE
Division Total-	22.89	
Department Total-	22.89	
40 PROTECTION		
40-0 PROTECTION / NO DIVISION CONT'D		
00072 - Consolidated Communications	49.69	E 40-10-40-80 PROTECTION / FIRE DEPART - UTILITIES / TELEPHON
00647 - Soule's Auto Supply	314.92	E 40-10-10-12 PROTECTION / FIRE DEPART - ADMIN / COVID-19
00647 - Soule's Auto Supply	94.15	E 40-10-60-71 PROTECTION / FIRE DEPART - EQUIP O,R & M / FIRE
00647 - Soule's Auto Supply	132.90	E 40-10-10-12 PROTECTION / FIRE DEPART - ADMIN / COVID-19
00022 - Audette's Hardware	144.50	E 40-10-10-12 PROTECTION / FIRE DEPART - ADMIN / COVID-19
00031 - Central Maine Power Co	33.02	E 40-35-40-30 PROTECTION / Tower Sites - UTILITIES / ELECTRIC
Division Total-	769.18	
Department Total-	769.18	
50 CEMETERIES		
50-0 CEMETERIES / NO DIVISION CONT'D		
00689 - Taylor Stevenson	500.00	E 50-10-80-10 CEMETERIES / CEMETERIES - PUBLIC WAYS / CONTR
Division Total-	500.00	
Department Total-	500.00	
60 Rds & Drain		
60-0 Rds & Drain / NO DIVISION CONT'D		
00689 - Taylor Stevenson	1,205.00	E 60-10-80-10 Rds & Drain / Road Maint - PUBLIC WAYS / CONTRAC
00689 - Taylor Stevenson	270.00	E 60-10-80-10 Rds & Drain / Road Maint - PUBLIC WAYS / CONTRAC

Department Summary

Vendor	Amount	Account
Division Total-	1,475.00	
Department Total-	1,475.00	

70 SOLID WASTE

70-0 SOLID WASTE / NO DIVISION CONT'D

00599 - Archie's Inc.	397.50	E 70-10-50-87 SOLID WASTE / TRANSFER STA - CONTRACT SVC / TR
00072 - Consolidated Communications	47.65	E 70-10-40-80 SOLID WASTE / TRANSFER STA - UTILITIES / TELEPH
00257 - Central Petroleum Company	70.80	E 70-10-60-35 SOLID WASTE / TRANSFER STA - EQUIP O,R &M / EQ
00791 - Group Dynamic Inc	4.00	E 70-10-15-25 SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00509 - TREAS., STATE OF MAINE (DEP)	308.00	E 70-10-10-45 SOLID WASTE / TRANSFER STA - ADMIN / MEMBERSH
00065 - MAINE MUNICIPAL EMP. HEALTH	2,471.47	E 70-10-15-20 SOLID WASTE / TRANSFER STA - INSURANCE / HEAL
Division Total-	3,299.42	
G/L Account Total	3,299.42	

G/L Accounts

G/L Accounts-0 / NO DIVISION CONT'D

00086 - SECRETARY OF STATE (MOTOR VEH)	310.00	G 1-330-00 GENERAL FUND / Motor Veh Fe
00086 - SECRETARY OF STATE (MOTOR VEH)	840.00	G 1-330-00 GENERAL FUND / Motor Veh Fe
00103 - TREAS.,STATE OF MAINE (PLUMB)	235.00	G 1-345-00 GENERAL FUND / PLUMB-STATE
00509 - TREAS., STATE OF MAINE (DEP)	30.00	G 1-346-00 GENERAL FUND / Plmg-DEP SUR
00065 - MAINE MUNICIPAL EMP. HEALTH	126.18	G 1-391-00 GENERAL FUND / IPP
00065 - MAINE MUNICIPAL EMP. HEALTH	130.99	G 1-392-00 GENERAL FUND / HEALTH INSUR
00065 - MAINE MUNICIPAL EMP. HEALTH	19.08	G 1-397-00 GENERAL FUND / VSP Vision
Division Total-	1,691.25	
G/L Account Total	1,691.25	
Final Total-	19,786.71	

COMMUNICATIONS

- **SELECT BOARD**
- **PUBLIC COMMUNICATIONS**

OLD BUSINESS

Town of Readfield

MARIJUANA ESTABLISHMENTS ORDINANCE

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Marijuana Establishments Ordinance

Article I Title:

This ordinance shall be known and cited as the Town of Readfield “Marijuana Establishments Ordinance” and will be referred to hereinafter as “this Ordinance”. This Ordinance limits all Adult Use and Medical Marijuana Establishments to the rules and regulations contained herein, in addition to any zoning rules and regulations that may apply in the Town of Readfield Land Use Ordinance or other ordinances.

Article II Purpose and Authority:

WHEREAS, implementing a system for regulation of Establishments for the sale, manufacturing, and testing for both Adult Use and Medical Marijuana, is a complex function with significant administrative demands on the Town of Readfield; and

WHEREAS, to ensure that possession and use of Adult Use and Medical Marijuana is limited to persons who are 21 years of age or older, except in the case of minors in possession of a Medical Marijuana Patient Card; and

WHEREAS, the Town of Readfield believes that any production, testing, processing, cultivation, or selling of Adult Use and Medical Marijuana should be conducted in a safe and fair manner for the health, safety, and welfare of the community, which includes complying with provisions of all applicable laws and ordinances relating to Adult Use and Medical Marijuana throughout the Town of Readfield;

NOW THEREFORE, this Ordinance is adopted pursuant to the Marijuana Legalization Act, Title 28-B M.R.S. c. 1; Maine’s Medical Marijuana laws and regulations, 22 M.R.S. c. 558-C; Article VIII, Part 2, Section 1 of the Maine Constitution; Municipal Home Rule Authority, 30-A M.R.S. §3001 et seq.; and the provisions of the Planning and Land Use Regulation Act, 30-A M.R.S. §4312 et seq..

Article III Definitions:

The terms in this ordinance shall have the same definition as that contained in 22 M.R.S. § 2422, for medical marijuana establishments, and 28-B § M.R.S. The term “Marijuana Establishment” refers collectively to all medical and adult use retail marijuana stores, medical and adult use marijuana cultivation facilities, medical and adult use marijuana manufacturing facilities, and medical and adult use marijuana testing facilities, as authorized by the Town.

Article IV Permitted Establishments:

Only Marijuana Establishments specifically authorized by an “opt-in” vote at a legally held Town Meeting shall be permitted. The permitted establishments are as follows; [Clerk shall insert following Town Meeting vote].

Article V License Required:

No person may establish, operate or maintain an Adult Use or Medical Marijuana Establishment without first obtaining a license from the Town.

Article VI Application Procedure:

A. Application Process

A Marijuana Establishment license application must be made on the form provided by the Town in order to determine whether the applicant meets the requirements of this and other ordinances. Prior to application to the Town, the applicant must first obtain conditional approval from the appropriate State agency. Licenses shall be valid for one year following the date of issuance.

Applications shall be submitted to the Code Enforcement Officer for initial review. Applications found to be complete by the Code Enforcement Officer shall be submitted to the Planning Board for review and approval in consideration of the terms of this Ordinance and provisions of the Land Use Ordinance. Applications will then be submitted to the Select Board for final review and approval. An application may be denied for failure to provide all required information and documentation in a timely fashion.

B. Application and Annual License Fees

All applications must be submitted with the appropriate fees shown below. If an application is approved, the following license fees must be paid before the Town will issue a license:

1. Adult Use and Medical Marijuana Stores: License Fee: \$1,500
2. Adult Use and Medical Marijuana Manufacturing/Extraction Facility: License Fee: \$1,500
3. Adult Use and Medical Marijuana Manufacturing/Consumable Facility (manufacturing facility in a kitchen setting, producing only consumable goods): License Fee: \$100
4. Adult Use and Medical Marijuana Testing Facility: License Fee: \$1,500
5. Adult Use and Medical Marijuana Cultivation:
Tier 1: More than thirty (30) mature plants (and an unlimited number of immature plants and seedlings) or 251-500 SF of plant canopy: License Fee: \$1,500
Tier 2: 501-2,000 SF of mature plant canopy: License Fee: \$2,500

Tier 3: 2,001-7,000 SF of mature plant canopy: License Fee: \$3,500

Tier 4: 7,001-20,000 SF of mature plant canopy: License Fee: \$4,500

Renewal applicants for Adult Use and Medical Marijuana Cultivation licenses may seek an increase to a higher tier if they comply with the requirements of this section.

Applicants ~~The same person may not hold more than three (3) licenses~~ for Adult Use ~~and or~~ Medical Marijuana Cultivation ~~Facilities, or licenses may not hold more than three (3) such licenses or a total~~ maintain a combined plant canopy in excess of 30,000 SF. For the purposes of this provision, Marijuana Cultivation facilities will be combined to determine whether the three licenses or 30,000 SF canopy limits are met if the ownership of the facilities is 50% or more in the same person(s) or entity(ies).

C. Change of ownership; transferability

Licenses shall not be transferable. A new owner of a Marijuana Establishment shall obtain licensure from the Town pursuant to this Ordinance prior to taking over operation of the Marijuana Establishment.

If there is any change to the name, status or ownership of a corporate entity holding the license under this Ordinance, the licensee shall promptly notify the Town and provide all pertinent documentation related to the change in entity. The Town shall evaluate the new information using the same process and standards applicable to new license applications. For the purposes of this paragraph a change in ownership is defined as a change to the person(s) or company(ies) holding at least 50% ownership of the licensed business.

Article VII Standards for License:

A. General

1. All Adult Use and Medical Marijuana Establishments must be operated from permanent locations, which may utilize telephone and internet orders.
2. Adult Use and Medical Marijuana Establishments may not use vending machines for sales.
3. Adult Use and Medical Marijuana Establishments may not be operated on property located within:
 - a. Five hundred (500) feet of the property line of a public or preexisting private school (K-12) per 28-A M.R.S. §402.2.A; and/or

- b. Five hundred (500) feet of the property line of a property used primarily for religious worship and related religious activities; property used for pre-existing licensed daycare use under 10-148 CMR c. 32; recreational areas designated for use by children up to eighteen (18) years in age; or areas designated as municipal "safe zones" pursuant to 30-A M.R.S. §3253.
4. Required setbacks under 3. a. & b. above shall be measured as the most direct, level, shortest, straight-line distance between property lines of a property containing a building or structure used as the premises where an Adult Use or Medical Marijuana establishment is conducted, to the nearest property line of the premises of a use listed in subsection A (3) shown above.
5. Medical Marijuana Establishments located and operating within Readfield under and in compliance with Maine's Medical Marijuana laws and regulations on or before December 13, 2018, who file applications for an Adult Use or Medical Marijuana Establishment license for locations that they currently operate within and have continuously operated within since December 13, 2018, are exempt from subsection 3 of this Section.
6. Security measures at all Adult Use and Medical Marijuana Establishment premises shall include, at a minimum, the following:
 - a. Security surveillance cameras installed and operating twenty-four (24) hours a day, seven (7) days a week, with ten (10) day video storage, to monitor all entrances, along with the interior and exterior of the premises, to discourage and facilitate the reporting of criminal acts and nuisance activities occurring at the premises; and
 - b. Door and window combination video and motion detector intrusion system with audible alarm, maintained in good working condition; and
 - c. A ~~locking safe, case or room affixed to the premises~~secured with a keycode, deadbolt or padlock-that is suitable for storage of all marijuana, marijuana products, and cash stored overnight on the licensed premises; and
 - d. Exterior lighting that illuminates the exterior walls of the licensed premises during dusk to dawn, that is either constantly on or activated by motion detectors, and complies with applicable provisions of the lighting performance standards in the Town of Readfield Land Use Ordinance; and
 - e. Deadbolt locks on all exterior doors and any other exterior access points, excepting windows which shall have locks; and
 - f. For adult use facilities: methods to ensure that no person under the age of twenty-one (21) shall have access to marijuana and marijuana products.
7. Ventilation

All Adult Use and Medical Marijuana Establishments are required to be in compliance with any odor and nuisance provisions of the Town of Readfield Land Use Ordinance. No detectable odor of marijuana or of chemicals used in the manufacturing process may emit beyond the property line of a parcel containing an Adult Use or Medical Marijuana Establishment.

8. Required Notices

There shall be posted in a conspicuous location inside each Adult Use and Medical Marijuana Establishment, at least one legible sign containing the following information:

- a. *“Adult use of or on-site consumption of marijuana is illegal; Open and public consumption of marijuana in the State of Maine is illegal; The use of marijuana or marijuana products may impair a person’s ability to drive a car or operate machinery; No one under the age of twenty-one (21) allowed, Loitering prohibited”.*
- b. *Medical Use: “use of or on site consumption of marijuana is illegal; open and public consumption of marijuana in the state of Maine is illegal; the use of marijuana or marijuana products may impair a person’s ability to drive a car or operate machinery; no one under the age of twenty-one (21) allowed, except a minor with a medical marijuana card between the ages of eighteen (18) and twenty-one (21), or a minor under eighteen (18 years of age accompanied by a legal guardian; loitering prohibited”.*

9. Signs

All signs used by and all marketing and advertising conducted by or on behalf of the Marijuana Establishment may not involve advertising or marketing that has a high likelihood of reaching persons under 21 years of age or that is specifically designed to appeal particularly to persons under 21 years of age. The signs, marketing, or advertising is prohibited from making any health or physical benefit claims.

All signage shall meet the requirements for signs under the Town’s Land Use Ordinance.

B. Right of Access / Inspection

Every Adult Use and Medical Marijuana Establishment shall allow Code Enforcement Officers and other municipal officials to enter the premises at reasonable times for the purpose of checking compliance with all applicable State laws and this Ordinance.

Due to fire, explosion, and other hazards inherent in Adult Use and Medical Marijuana Cultivation and Manufacturing Establishments, including, but not limited to, heavy electrical loads, hot lighting fixtures, CO² enrichment, extraction solvents (acetone, butane, propane, ethanol, heptane, isopropanol, CO², etc.), high-pressure extraction methods (CO², etc.), and flammable contents, the owners of all such establishments shall agree to be inspected annually by the Town of Readfield Code Enforcement Officer and Fire Chief, or their designee.

Adult Use and Medical Marijuana Cultivation and Manufacturing Establishments must comply with NFPA-1 Chapter 38 standards for *Marijuana Growing, Processing, or Extraction Facilities*, and these standards will be utilized by the Town of Readfield or their designee during its inspections of these premises.

C. Indemnification

By accepting a license issued pursuant to this Ordinance, the licensee waives and releases the Town, its officers, elected officials, employees, attorneys, and agents from any liability for injuries, damages, or liabilities of any kind that result from any arrest or prosecution of any Adult Use or Medical Marijuana Establishment owners, operators, employees, clients, or customers for a violation of local, State or federal laws, rules, or regulations.

By accepting a license issued pursuant to this Ordinance, the licensee agrees to indemnify, defend, and hold harmless the Town, its officers, elected officials, employees, attorneys, agents, and insurers against all liability, claims, and demands on account of any injury, loss or damage, including without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever arising out of or in any manner connected with the operation of a licensed Adult Use or Medical Marijuana Establishment.

D. State Law

In the event the State of Maine adopts any additional or stricter law or regulation governing the sale, cultivation, manufacture, distribution, or testing of Adult Use or Medical Marijuana or marijuana products, the additional or stricter regulation shall control the establishment or operation of any Adult Use or Medical Marijuana Establishment in Readfield.

Compliance with 28-B M.R.S. c. 1, State laws and regulations pertaining to medical marijuana, and any other applicable State laws or regulations shall be deemed an additional requirement for issuance or denial of any license under this Ordinance, and noncompliance with 28-B M.R.S. c. 1 and any other applicable State law or regulation shall be grounds for revocation or suspension of any license issued hereunder.

VIII Enforcement

A. Violations

1. Any person including, but not limited to an Adult Use or Medical Marijuana Establishment owner, a property owner where such business is located, or any agent or contractor for same, who orders or conducts any activity in violation of this ordinance shall be subject to a minimum civil penalty of \$100 and a maximum civil penalty of \$500. Each day a violation continues shall constitute a separate offense.
2. In addition to the civil penalty, the Town is entitled to injunctive relief.
3. In any successful prosecution the Town shall be rewarded its reasonable attorney fees.
4. The Town is authorized to enter into administrative consent agreements for the purpose of eliminating violations of this Ordinance and recovering fines without court action.
5. Actions for the violation of this Ordinance may be initiated by the Code Enforcement Officer or Town Manager.
6. Any violation of this Ordinance, violation of state law, loss of suspension of a state license, or provision of knowingly false information in a license application, may result in license suspension or revocation by the Select Board, after notice and hearing.

B. Code Enforcement Officer (CEO)

The primary enforcement person for the Town shall be the Code Enforcement Officer. If the CEO finds that any provision of this Ordinance is being violated, the CEO shall notify in writing the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it, including but not limited to, discontinuance of illegal use of land, buildings, or structures, or work being done, removal of illegal buildings or structures, and abatement or mitigation of violations. A copy of such notices shall be maintained as a permanent record.

C. Law Enforcement Officers

Law enforcement officers, the Code Enforcement Officer, and the Fire Chief may at any reasonable time conduct on-site inspections of Adult Use and Medical Marijuana Establishments to ensure compliance with all applicable laws and conditions attached to license approvals and shall investigate all complaints of alleged violations of the Ordinance.

Article IX Conflict with Other Ordinances; Severability:

Whenever a provision of this Ordinance conflicts with or is inconsistent with other provisions of this Ordinance, or of any other ordinance, regulation or standard, the more restrictive provision shall apply.

Should any section or provision of this Ordinance be declared by any court to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

ENACTED: _____

CERTIFIED BY: _____
Signature

CERTIFIED BY: _____
Printed Name

Title



MUNICIPALITY OF READFIELD

Notice of Postponement of Secret Ballot Election and Referendum

Notice is hereby given that due to health concerns related to the coronavirus (COVID-19), **the Municipal Officers of the Town of Readfield have postponed and changed the location of the secret ballot election and referendum** scheduled for June 9, 2020.

This notice is issued pursuant to LD 2167, enacted by the Maine Legislature March 17, 2020. The election/referendum is postponed to **Tuesday, July 14, 2020 at 8:00 a.m. at the Readfield Elementary School Gymnasium** at 84 South Rd. in said municipality with polls to open from **8:00 a.m. to 8:00 p.m.**

We have this day notified the inhabitants of said municipality for the purposes stated above, by causing a copy of said notice to be posted at www.readfieldmaine.org and at the following public and conspicuous places in said municipality:

*Readfield Town Office/Asa Gile Hall
Kents Hill Post Office
Readfield Post Office*

*8 Old Kents Hill Road
Main Street, Kents Hill
Main Street, Readfield*

Dated: _____, 2020.

Municipal Officers

Attest:

Annual Town Meeting Warrant/Secret Ballot Tuesday, July 14, 2020 Polls Open 8am – 8pm

To: Lee Mank, resident of the Town of Readfield, in the County of Kennebec, State of Maine
GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the **Readfield Elementary School Gymnasium at 84 South Road** in said Town on Tuesday, the 14th day of July, A.D. 2020, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 50 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

Article 1: Elect a moderator by written ballot to preside at said meeting.

Article 2: Elect one Select Board member for a three-year term:

- Price, Dennis
 Write in: _____

Elect one RSU #38 School Board member for a three-year term:

- Write in: _____

Elect one Local School Committee member for a one-year term:

- Write in: _____

Elect one Local School Committee member for a two-year term:

- Write in: _____

Elect one Local School Committee member for a three-year term:

- Write in: _____

Article 3: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and or Wages** of town officers and employees, not elsewhere established, for the period July 1, 2020 through June 30, 2021?

Article 4: Shall the Town vote to fix **September 25, 2020** or thirty days after the taxes are committed, whichever is later, and **February 26, 2021** as the dates upon each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of 9% per year, which is the State rate pursuant to Title 36 MRSA, 505.4?

Article 5: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of 5% , which is lower than the State Rate of 9% , from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Article 6: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2020 to October 1, 2020?

Article 7: Shall the Town vote to raise and appropriate **\$ 514,780** for the **Administration** budget category for the following budget lines with **Grant Writing, Heating Assistance and Attorney Fees** unexpended balances to be carried forward?

Municipal Administration	\$270,625
Insurance	\$140,150
Office Equipment	\$ 6,720
Assessing	\$ 23,675
CEO/LPI/BI	\$ 33,910
Planning Board	\$ 1,100

Appeals Board	\$ 100
Grant Writing/Planning Ser.	\$ 2,000
Heating Assistance	\$ 1,500
Attorney Fees	\$ 35,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 8: Shall the Town vote to raise and appropriate **\$145,370** for the **Municipal Maintenance** budget category?

General Maintenance	\$ 95,220
Building Maintenance	\$ 42,400
Vehicles Maintenance	\$ 7,750

Select Board recommends: Yes Budget Committee recommends: Yes

Article 9: Shall the Town vote to raise and appropriate **\$69,770** for the **Community Services** budget category for the following budget lines, with the unexpended balance of the Age Friendly and Library budget line carried forward?

Animal Control	\$ 14,180
Kennebec Land Trust	\$ 250
Kennebec Valley Council of Governments	\$ 4,500
Age Friendly Initiatives	\$ 2,100
Library Services	\$ 36,405
Readfield TV	\$ 5,415
Street Lights	\$ 6,500
Maranacook Lake Dam	\$ 420

Select Board recommends: Yes Budget Committee recommends: Yes

Article 10: Shall the Town vote to raise and appropriate **\$46,412** for the **Recreation, Parks, Activities and Open Space** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach	\$ 13,992
Recreation	\$ 18,086
Heritage Days	\$ 5,000
Town Properties	\$ 3,680
Conservation	\$ 3,850
Trails	\$ 1,804

Select Board recommends: Yes Budget Committee recommends: Yes

Article 11: Shall the Town of Readfield vote to make use of the Readfield Town Beach free to Readfield residents beginning January 1, 2021; with supporting revenues to come from property taxes, program fees, rentals, and other sources as deemed in the best interests of the Town?

Article 12: Shall the Town vote to raise and appropriate **\$141,362** for the **Protection Department** budget category for the following budget lines with any unexpended balances to carry forward?

Fire Department Operating	\$ 67,900
Ambulance Service	\$ 32,162
Tower Sites	\$ 4,550
Dispatching	\$ 36,750

Select Board recommends: Yes Budget Committee recommends: Yes

Article 13: Shall the Town vote to raise and appropriate **\$22,500** for the **Cemetery Materials & Services** budget category, with any unexpended balances to carry forward?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 14: Shall the Town vote to raise and appropriate **\$392,150** for the **Roads & Drainage** budget category for

the following budget lines with any unexpended balance to be carried forward for the Summer Roads budget?

Summer Road Maintenance	\$ 121,500
Winter Road Maintenance	\$ 270,650

Select Board recommends: Yes Budget Committee recommends: Yes

Article 15: Shall the Town vote to raise and appropriate **\$567,981** for the **Capital Improvements** budget category for the following budget lines with all accounts to be carried forward?

Admin Equip.	\$ 14,000
Cemetery	\$ 5,000
Equipment	\$ 15,000
Equipment Leases	\$ 16,150
Fire Dept.	\$ 10,000
Fire Station Addition	\$ 42,351
Gile Hall	\$ 20,000
Municipal Buildings	\$ 75,000
Roads	\$ 293,500
Sidewalk	\$ 5,000
Transfer Station	\$ 71,980

Select Board recommends: Yes Budget Committee recommends: Yes

Article 16: Shall the Town vote to raise and appropriate **\$312,650** for the **Solid Waste** budget category with all accounts to be carried forward?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 17: Shall the Town vote to raise and appropriate **\$48,550** for the **Regional Assessments** budget category for the following budget lines which the town is legally bound to pay?

Cobbossee Watershed	\$ 23,550
First Park	\$ 25,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 18: Shall the Town vote to raise and appropriate **\$293,962** for the **Kennebec County Tax** budget category which the town is legally bound to pay?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 19: Shall the Town vote to raise and appropriate **\$196,963** for the **Debt Service** budget category for the following budget lines which the town are legally bound to pay?

2016 Fire Truck Bond	\$ 54,884
2018 Maranacook Lake Dam Bond	\$ 19,242
2013 Road & Bridge Bond	\$106,737
2020 Municipal Building Bond	\$ 16,100

Select Board recommends: Yes Budget Committee recommends: Yes

Article 20: Shall the Town vote to appropriate **\$10,000** for **Local Tax Relief** budget category, with any unexpended balances to be carried forward?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 21: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Kennebec Behavioral Health**?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 22: Shall the Town vote to raise and appropriate the requested amount of **\$1,513** for the **Central Maine Agency on Aging/Cohen Center/Senior Spectrum?**

Select Board recommends: Yes Budget Committee recommends: Yes

Article 23: Shall the Town vote to raise and appropriate the requested amount of **\$1,250** for the **Family Violence Agency?**

Select Board recommends: Yes Budget Committee recommends: Yes

Article 24: Shall the Town vote to raise and appropriate the requested amount of **\$2,362** for the Courtesy Boat Inspection Program, with **\$1,575** for the **Maranacook Lake Association** and **\$787** for the **Torsey Pond Association?**

Select Board recommends: Yes Budget Committee recommends: Yes

Article 25: Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency?**

Select Board recommends: Yes Budget Committee recommends: Yes

Article 26: Shall the Town vote to raise and appropriate the requested amount of **\$2,500** for the **30 Mile River Association?**

Select Board recommends: Yes Budget Committee recommends: Yes

Article 27: Shall the Town vote to raise and appropriate the requested amount of **\$5,000** for continued restoration of the **Readfield Union Meeting House?**

Select Board recommends: Yes Budget Committee recommends: Yes

Article 28: Shall the Town vote to appropriate **\$1,476** paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation and maintenance?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 29: Shall the Town vote to raise and appropriate **\$70,000** for the **Unclassified** budget category for the following budget lines with Readfield Enterprise Fund and Revaluation unexpended balance to carry forward?

Readfield Enterprise Fund	\$10,000
Real Estate Property Revaluation	\$10,000
Overdraft	\$ 5,000
Abatements	\$45,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 30: Shall the Town vote to raise and appropriate **\$10,000** for the **General Assistance** budget category?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 31: Shall the Town vote to authorize **Expenditure of Revenues** from Federal, State, and private grant sources for those purposes for which the grant is intended?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 32: Shall the Town vote to accept the following **Estimated Revenues** to reduce the 2020 Tax Commitment?

State Revenue Sharing	\$ 200,000
Interest on Property Taxes	\$ 30,000

Interest on Investments	\$ 2,000
Veterans Exemption	\$ 4,000
Homestead Exempt. Reimbursement	\$ 264,838
Tree Growth Reimbursement	\$ 9,000
BETE Reimbursement	\$ 12,910
Boat Excise Taxes	\$ 7,000
Motor Vehicle Excise Taxes	\$ 517,500
Agent Fees	\$ 9,000
Newsletter	\$ 100
Business License Fees	\$ 50
Certified Copy Fees	\$ 1,500
Other Income	\$ 5,000
Heating	\$ 1,500
Plumbing fees	\$ 4,000
Land Use Permit Fees	\$ 4,500
Dog License Fees	\$ 2,500
Rabies Clinic	\$ 1,000
Library Revenue	\$ 3,167
Cable Television Fees	\$ 29,000
Beach Income	\$ 9,992
Recreation Income	\$ 14,210
Protection	\$ 3,450
Local Roads	\$ 30,000
Municipal Building Projects Donations	\$ 25,000
Transfer Station Capital	\$ 12,132
Transfer Station	\$ 204,550
First Park	\$ 15,000
Snowmobile (State reimb.)	\$ 1,476
General Assistance (State reimb.)	\$ 5,000
Total	\$1,429,375

Select Board recommends: Yes Budget Committee recommends: Yes

Article 33: Shall the Town vote to appropriate the following **Designated Funds** to reduce the 2020 Tax Commitment?

Beach	\$ 4,000
Conservation	\$ 2,900
Fire Station Addition	\$ 8,146
Fire Station Improvements	\$ 9,205
Local Tax Relief	\$ 10,000
Readfield Enterprise Fund	\$ 10,000
Recreation	\$ 3,000
Roads Operating	\$ 35,000
Roads Capital	\$ 73,500
Transfer Station	\$ 51,200
Trust Funds Cemetery Perpetual Care	\$ 5,000
Total	\$211,951

Select Board recommends: Yes Budget Committee recommends: Yes

Article 34: Shall the Town vote to authorize the Select Board to expend up to **\$25,000** from the **Unassigned Fund Balance** (General Fund), in the aggregate for one or more purposes as necessary to meet contingencies that may occur during the ensuing fiscal year?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 35: Shall the Town vote to appropriate **\$277,117** from the **Unassigned Fund Balance** to **reduce the total tax commitment?**

Select Board recommends: Yes Budget Committee recommends: Yes

Article 36: Shall the town vote to authorize the Select Board to make emergency expenditure reductions and if necessary transfers from the Unassigned Fund Balance (General Fund) up to \$200,000 in total pursuant as necessary to meet projected revenue shortfalls due to coronavirus emergency to the extent authorized by state law during the ensuing fiscal year?

Select Board recommends: Yes Budget Committee recommends: No

Article 37: Shall the Town authorize the purchase and conversion of existing streetlights to energy saving LED fixtures, authorize the installation of up to four new streetlights, and authorize an associated multi-year contract with Central Maine Power?

Article 38: Shall the Town vote to consolidate the following reserve accounts?

The **Road Bond 2013-14** reserve account into the **Roads Capital** reserve account,
The **Parks & Recreation (FKA Ball field)** reserve account into the **Town Properties** reserve account,
The **Cemetery Living Fence** reserve account into the **Cemetery Capital** reserve account,
The **Dispatching** reserve account into a **Public Safety** reserve account, and
The **Forestry** reserve account into the **Conservation Land** reserve account

Article 39: Shall an ordinance entitled **Town of Readfield Food Sovereignty Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 40: Shall an ordinance entitled 2020 Amendments to the Town of Readfield **Administration Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 41: Shall an ordinance entitled 2020 Amendments to the Town of Readfield **Land Use Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 42: Shall the Town vote to allow **Medical Marijuana Manufacturing Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 49, if approved?

Article 43: Shall the Town vote to allow **Medical Marijuana Testing Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 49, if approved?

Article 44: Shall the Town vote to allow **Medical Marijuana Registered Caregiver Retail Stores** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 49, if approved?

Article 45: Shall the Town vote to allow **Adult Use Marijuana Cultivation Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 49, if approved?

Article 46: Shall the Town vote to allow **Adult Use Marijuana Products Manufacturing Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 49, if approved?

Article 47: Shall the Town vote to allow **Adult Use Marijuana Testing Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 49, if approved?

Article 48: Shall the Town vote to allow **Adult Use Marijuana Retail Stores** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 49, if approved?

Article 49: Shall an ordinance entitled Town of Readfield **Marijuana Establishments Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 50: Should the Town continue to use the **Secret Ballot** process for the 2021 Annual Town Meeting?

Voted & Approved on _____, 2020 by:

Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

Ralph Eno

Dennis Price

Kathryn Mills Woodsum

A true copy of the warrant,

Attest: _____

Deborah Nichols

Clerk of the Town of Readfield

Updated Guidance:

The Coronavirus and Town Meetings & Elections [Updated 3/18/20 2:00]

On March 17, 2020, the Maine Legislature enacted emergency legislation (LD 2167) addressing municipal elections, budgets, spending authority and disbursements. As a result, we have issued updated guidance on these issues:

Can a secret ballot election be cancelled?

Yes. Emergency legislation enacted by the Maine Legislature provides a temporary process to postpone and reschedule a secret ballot election and/or referendum election. Retroactive to March 1, 2020 and ending January 1, 2021, the municipal officers may postpone the date of a scheduled municipal secret ballot election and/or referendum when nomination papers have already been issued or filed or the referendum has already been scheduled.

- In order to cancel the election/referendum, the municipal officers must post notice in a conspicuous public location at least 2 days prior to the date of the election/referendum. The notice must be signed by a majority of the board and must either:
 - (1) state a specific date and time during which the polls will be open to complete the election; or
 - (2) state that the date of a rescheduled election will be determined by the board.

A sample public notice postponing the election/referendum is located at the end of this FAQ.

- If the notice postponing election/referendum does not state a new date for the rescheduled election, then in order to reschedule the election, the board will need to approve and post a new warrant pursuant to 30-A M.R.S. § 2523 at least 7 days prior to the date of the rescheduled election.
- If ballots have already been printed for the postponed election, the municipality may use those ballots for the rescheduled election even though they include the date of the original election.
- If absentee ballots relating to the postponed election/referendum have been issued and returned, the municipality must use the ballots printed for the originally scheduled election. The municipal clerk must safeguard and secure any absentee ballots already returned until the date of the rescheduled election and process them at that time as required by Title 21-A. During the interim period between the originally scheduled election and rescheduled election, the clerk may continue to issue and accept absentee ballots and applications and allow voting in the presence of the clerk pursuant to Title 21-A.

Guidelines for postponing a secret ballot election:

- If no warrant has been posted calling the secret ballot election, the board may vote not to post the warrant, and post the notice described above postponing the election.

- If the warrant has been posted less than 7 days, the board may vote to take the warrant down and post the notice described above postponing the election.
- If the warrant has been posted 7 or more days, and the board is rescheduling to a date certain, the board should leave the warrant up, but post the public notice described above postponing the election. If the board postpones without specifying a date, the board may wish to take the warrant down and post the public notice described above.

Can a traditional “open” town meeting be cancelled or postponed?

If the warrant for the meeting has not been publicly posted for the requisite 7 days, it may, at the direction of the municipal officers (selectmen or councilors), be taken down wherever posted, thus calling off the meeting. If the warrant has been posted for 7 or more days, however, there remains no formal procedure under Maine law for cancelling the meeting. Although the meeting cannot be cancelled, as few as 2 voters and the clerk can open the meeting, elect and swear in a moderator, and then move to immediately adjourn the meeting without acting on any other business. If the majority of voters present agree, the meeting has effectively been cancelled.

[Note: The afternoon of 3/18/20 Governor Mills issued an Executive Order prohibiting most gatherings of 10 or more persons. See: <https://www.maine.gov/governor/mills/news/governor-mills-takes-further-steps-respond-covid-19-protect-health-and-safety-maine-people>. The order does not expressly prohibit town meetings exceeding 10 persons, however, the health concerns underlying the directive are applicable to those meetings as well. Given these concerns municipal officers should take steps to avoid any gathering of 10 persons, including at an open town meeting. See guidance below.]

Guidelines for postponing an open town meeting:

- If no warrant has yet been posted, the board may delay posting the warrant until concerns regarding COVID-19 have passed.
- If the warrant has been posted for fewer than 7 days, the board may vote to take the warrant down, thus cancelling the meeting.
- If the warrant has been posted 7 or more days, the board may wish to cancel the meeting by notifying voters that it plans to postpone the meeting by having a few persons open the meeting and make a motion to adjourn. However, the Governor’s 3/18/20 prohibition on gatherings of 10+ persons likely provides authority to post a notice of cancellation without opening and adjourning the meeting, if officials have concerns as to the possibility of 10 or more voters attending.

What if the town has a bifurcated meeting (secret ballot election and open town meeting)?

Each portion of the bifurcated meeting should be postponed or cancelled following guidance specific to each portion of the meeting – open portion and secret ballot election portion.

If the municipal budget meeting is postponed, will the board have authority to spend funds?

Yes. The emergency legislation enacted yesterday provides spending authority if the annual budget meeting is delayed due to COVID-19 health concerns. Specifically, if the annual municipal budget meeting is delayed beyond the date the annual budget is customarily submitted to the legislative body for approval due to public health concerns arising from the coronavirus (COVID-19), the prior year's approved budget is deemed the budget for the ensuing year until a final budget is approved.

The emergency legislation also allows for property taxes to be committed. If a final budget is not timely approved due to COVID-19 health concerns, and the municipal officers determine that property taxes must be committed in a timely manner to the collector, the municipal assessor or assessors may commit property taxes on the basis of the previous year's budget amounts.

What about municipalities with a charter addressing secret ballot elections, referendums or spending authority?

The authorities granted under the emergency legislation apply notwithstanding any law or municipal charter provision to the contrary. These provisions will address most issues for charter communities. However, consultation with legal counsel may be necessary.

Must the municipal officers continue to have public meetings to approve disbursement warrants?

No. The emergency legislation authorizes the municipal treasurer to disburse money on the authority of a warrant drawn for that purpose seen and signed individually by a majority of the municipal officers outside of a public meeting. This authority extends for the duration of the state of emergency declared by the Governor due to the outbreak of COVID-19 and for 30 days following the termination of that state of emergency.

If municipal elections are postponed, do current officials remain in office?

Elected officials generally "hold over" in office until their successors are elected and sworn. Therefore, if annual elections are postponed, the current elected officials will remain in office continue to have authority to act. The rules are different for appointed officials. If an appointed official's term expires, he/she does not hold over in office and would need to be re-appointed with new appointment papers.

Can voters vote by absentee ballot at a traditional open town meeting?

No, Maine law governs the conduct of town meetings, and the law does not authorize absentee ballots or absentee voting at traditional open town meetings. Only registered voters who are physically present at the meeting at the time a particular vote is called may vote on that item.

Absentee voting is permitted at any secret ballot election, where voters go the polls during polling hours and mark their ballots in the privacy of a voting booth.

Can voters vote remotely or by proxy at a traditional “open” town meeting?

No, Maine law does not authorize voting either remotely or by proxy (by authorizing a friend, relative or agent to cast their vote) at a traditional open town meeting. Again, only registered voters who are physically present at the meeting may vote. (But also again, absentee voting is permitted at a secret ballot election.)

How can voters vote by absentee ballot at a secret ballot election?

Registered voters may submit an application for an absentee ballot to the municipal clerk as early as three months before the election. Once absentee ballots become available 30 days before the election, the clerk must send an absentee ballot to every applicant. Absentee ballots may not be issued after the third business day before the election, however, unless the voter meets one of four statutory exceptions. A voter may also, without submitting an application, vote by absentee ballot in the presence of the clerk. MMA’s *Town Meetings & Elections Manual* discusses absentee voting procedures in detail.

Where can MMA members receive more information?

Members are encouraged to contact MMA Legal Services for specific advice on these topics at 800-452-8786 or legal@memun.org. Additional guidance is located on MMA’s “Coronavirus Updates and Resources” page at www.memun.org.

Maine Municipal Association
Legal Services Department
March 18, 2020

NEW BUSINESS

2020-2021 (FY 21) BUDGET & WARRANT PROCESS SCHEDULE*

Date	Task	Meeting Time
08/12/19	Select Board Meeting - Budget process review	6:30 PM
10/07/19	Select Board Meeting - Board goals & warrant discussion	6:30 PM
10/24/19	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
11/07/19	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
12/20/19	Preliminary Dept., Board & Committee budget #s due	N/A
01/16/20	Budget Committee Meeting - Departments I	Readfield Select Board 6:30 PM
01/21/20	Select Board Meeting - First Budget Draft	April 27, 2020 6:30 PM
01/30/20	Budget Committee Meeting - Departments II	Item # 20-110 6:30 PM
02/03/20	Select Board Meeting - Second Budget Draft	6:30 PM
02/13/20	Budget Committee Meeting - Departments III	6:30 PM
02/27/20	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
02/28/20	100 days before vote - Nomination Papers available (actually 102 days as the 1st is a Sunday)	N/A
02/18/20	Select Board Meeting - Third Budget Draft	6:30 PM
03/04/20	School Committee meeting with Select Boards - school budget THIS IS A GUESS	6:30 PM
03/06/20	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/12/20	Budget Committee Meeting - Budget review	6:30 PM
03/16/20	Select Board Meeting - Budget & Warrant review	6:30 PM
03/25/20	Deadline for legal review of the proposed warrant	N/A
03/26/20	Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget	6:30 PM
03/30/20	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/02/20	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/10/20	60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk	3:30 PM
05/15/20	Annotated Warrant due & Official Ballot sent to printer (60 days prior to voting)	N/A
05/07/20	Public Hearing - Public Comment and Information on COMPLETED Warrant	6:30 PM
07/03/20	10 days before voting - Last day to hold referendum question hearings (actually 11, as 7/4 is a Saturday)	N/A
07/07/20	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
07/14/20	Town Meeting - State Primary	8:00 AM

This border indicates statutory deadlines

Notes:

Involvement - The Select Board, Budget Committee, Other Boards & Committees, Town Manager, Finance Officer, and interested Residents will have ongoing roles in the budget process. All meetings are public open to public comment.

Select Board Attendance - Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have members of the Select Board in attendance.

Public Budget Meetings - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget, budget process, and final budget in conjunction with budget presentations / information.

Departments I - Includes the following: **General Government** (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Grants / Planning, Heating Assistance, Legal), **Maintenance** (General, Buildings, Vehicle / Equipment, Interlocal) **Boards & Commissions** (Appeals Board, Conservation Commission, Planning Board), **Regional Assessments** (Cobbosee Watershed, First Park), **Kennebec County Tax** (County Tax)

Departments II - Includes the following: **Community Services** (Animal Control, Kennebec Land Trust, KVCOG, Age Friendly initiatives, Library, Public Access TV, Street Lights), **Protection** (Fire Department, Fire Equipment, Ambulance, Water Holes, Tower Sites, Dispatching, Personal Protection Gear, Emergency Ops), **Cemeteries** (Cemeteries), **Debt Service** (Debt Service)

Departments III - Includes the following: **Recreation** (Beach, Recreation Board, Heritage Days, Town Properties, Trails), **Roads & Drainage** (Roads & Drainage, Winter Maintenance), **Capital Improvements** (Admin Technology, Library Building, Cemetery, Roads, Equipment, Leases, Transfer Station, Maranacook Lake Dam), **Solid Waste** (Transfer Station, Backhoe), **Unclassified** (Abatements / Overlay, Tax Relief, Non-profits, Contingency, Snowmobiling, Enterprise Fund, Revaluation), **General Assistance** (General Assist.)

* As Amended 4/23/2020

OTHER BUSINESS

Future Agenda Items - Proposed DRAFT

Short-term:

- Fee and fee schedule update

Long-term:

- County Officials and State Delegation Meetings
- Appeals process and appeals matrix review
- Contingency Policy
- Personal Property Taxes
- Giles Rd. Bridge

Ongoing Goals:

- Review, revise, draft governance documents as needed
- Explore broadband possibilities and renegotiate our cable agreement
- Finalize a solar energy agreement and installation for town facilities
- Oversee completion of the Library and Fire Station buildings improvements
- Determine our municipal approach to cannabis rules
- Investigate additional Church Road sidewalk possibilities
- Set direction regarding Parks and Recreation
- Consider a local food/farms ordinance
- Investigate tax relief programs